

# Town of Drayton Valley Library Board

## APPENDICES – SECTION 2: Board governance

Appendix:	2-E	Meeting Agenda Structure
Last Reviewed	Feb 17, 2022	



## Agenda - Town of Drayton Valley Library Board Meeting

Date: Meeting Location:

**Call to Order (Start Time):**

**Note-Taker:**

**Members Present:**

**Members Absent:**

**Guests:**

**Quorum Declaration:**

1. **Agenda**
  - a) Additions and/or Deletions
  - b) Motion to Adopt Agenda
2. **Previous Meeting Minutes**
  - a) Additions and/or Deletions
  - b) Motion to Adopt Minutes from (Previous Meeting Date)
3. **New Business**
  - a) Items
4. **Old Business**
  - a) Items
5. **Reports**
  - a) Committee Reports
  - b) Manager's Report
  - c) Director's Report
  - d) Trustee Reports
6. **Correspondences**
7. **Upcoming Meetings:** Date/ Time/ Location,
8. **Adjournment:** Time: